

ON SITE SYSTEMS, INC.
Chemical Safety Assistant

**UNIVERSITY of
CHICAGO
CS ASSISTANT
WEB USER
MANUAL**

© 2000 On Site Systems, Inc.
23 N. Gore Ave, Suite 200
St. Louis, MO 63119
Phone 314 963-9934 • Fax 314 963-9281

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INTRODUCTION

This manual does not attempt to explain how to use Windows components-dialog boxes, check boxes, pointers and cursors, list boxes and drop-down list boxes. All these are common to all Windows programs, and we've assumed you understand how to use them. Please refer to your Windows documentation for basic Windows training, or select Windows Tutorial from Program Manager's Help Menu.

The Chemical Safety Assistant Program is firewall and password protected. It cannot be accessed from off-campus resources. It cannot be accessed without a designated login name and password. User access is limited. You will not be able to access or view any information other than your own.

Technical Support



Safety and Environmental Affairs help is available by:

Phone: (773) 702-9999 Monday thru Friday 8:00 am – 4:30 pm CST

Fax: (773) 702-6546

Email: safety@uchicago.edu

Getting Started

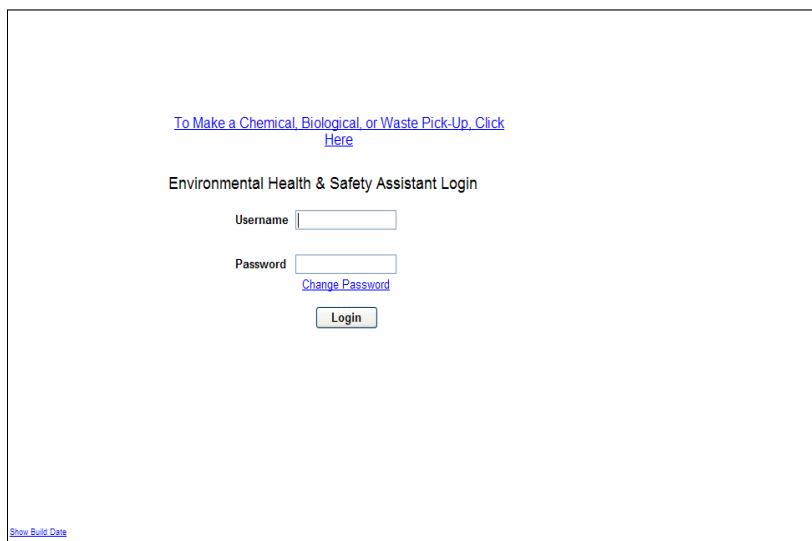
Access to the Program

Access to the Chemical Safety Assistant Web Application is provided by Safety and Environmental Affairs. A link to the program is provided on the web page at:

<http://www.safety.uchicago.edu>

Click on “**Chemical Inventory Database**”

The following screen will appear.



The screenshot shows a web page with the following content:

- A link at the top: [To Make a Chemical, Biological, or Waste Pick-Up, Click Here](#)
- The title: Environmental Health & Safety Assistant Login
- A Username input field.
- A Password input field.
- A link below the password field: [Change Password](#)
- A Login button.
- A link at the bottom left: [Show Build Date](#)

This is your Chemical Safety Assistant login window:

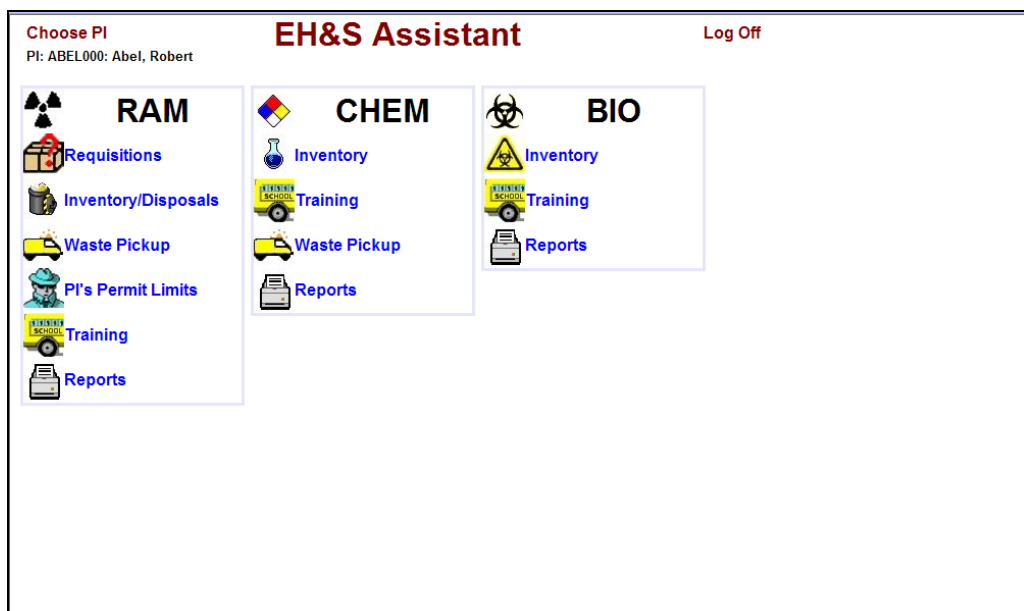
- Enter in your designated **User Name (CNet ID)**.
- Hit Tab and type in your designated **Password**.
- Then click on **[LOGIN]**. This will log you onto the system.

Please complete the EH&S Assistant Access form from the web site at <http://safety.uchicago.edu> under the EH&S Assistant Link if you have not been assigned a User ID and initial Password.

Main menu

When you have logged into the program, the first window you see is the **Main Menu**.

The Main Menu allows controlled access to the University of Chicago's Chemical Safety Assistant Web Applications.



You have five choices that perform the following functions:

- **Inventory** – View, print, or update your Chemical Inventory
- **Training** – View your staff training records (Currently on hold)
- **Waste Pickup** – Request a chemical waste pickup from the Safety and Environmental Affairs
- **Reports** – View or print select reports

To Exit the program – Click on **[Log Off]**

If you are not working in the program, you must [Log Off]. You may not leave the program running continuously. This program has a time-out system that will automatically shut down your connection when the program remains inactive for extended periods of time. Allowing the Time-Out function to activate may cause problems with your computer. This feature is part of the security systems. It is in your best interest to **[Log Off]** and close the program when it is not in use.

Chemical Inventory

Inventory

- From the main menu, under **CHEM** click on **Inventory**.

The Inventory Log screen will appear. The Web Browser commands do not function within the Chemical Program. Use the **[Main Menu]** to go back to the Main Menu where you have the program selection choices, **[<BACK]** to go back to the previous window, and **[Log Off]** to exit the Chemical Program.

Main Menu < BACK PI ABEL001 Abel, Robert Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

☒ Items Received/Ordered on 02/10/2006 Show

☐ All Items

☐ Show me Chemicals where Chemical Description Starts with... Show

+ Add Receipt + ---Reports---

No Items Found that Match your Criteria

Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Order Date	Location	Receipt Qty.	!
-------------	-----------	-------	----------------------	--------------	------------	----------	--------------	---

1. From Inventory window you have many options:
 - a. View Current Inventory
 - i. Items Received/Ordered on (Date)
 - ii. Show All Items
 - iii. Chemicals by Description look-up
 - b. View Disposed Inventory
 - i. Items Received/Ordered on (Date)
 - ii. Show All Items
 - iii. Chemicals by Description look-up
 - c. View Archived Inventory
 - i. Items Received/Ordered on (Date)
 - ii. Show All Items
 - iii. Chemicals by Description look-up
 - d. Add Receipt – add a chemical to your inventory
 - e. Edit – edit the information for any chemical in your inventory

Notice that the “Current Inventory” radio button is marked. This is a default setting.

You have three options in viewing your Inventory:

- Items Received/Ordered on – displays chemicals ordered/received on a specific date
- All Items – displays all chemicals listed in your inventory
- Show me Chemicals Where – displays only the chemical you specify

The screenshot shows a web-based inventory management system. At the top, there is a navigation bar with 'Main Menu < BACK', 'PI ABEL001', 'Abel, Robert', and 'Log Off'. Below this, there are three radio buttons for 'Current Inventory' (selected), 'Disposed Inventory', and 'Archived Inventory'. Under 'Current Inventory', there are three search options: 'Items Received/Ordered on' with date pickers (02, 10, 2006) and a 'Show' button; 'All Items' (selected); and 'Show me Chemicals where' with dropdowns for 'Chemical Description' and 'Starts with...', a text input field, and a 'Show' button. Below the search options is a '+ Add Receipt +' button and a '---Reports---' dropdown. The main area displays a table of chemicals with 89 items found. The table has columns for 'Inventory #', 'Catalog #', 'CAS #', 'Chemical Description', 'Receipt Date', and 'Order Date'. The first six items are listed:

Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Order Date
0018954	M1386	587-98-4	METANIL YELLOW	02/10/2006	10/09/2006
0018955	MB1	61-73-4	METHYLENE BLUE	02/10/2006	02/09/2006
0008047		37326-33-3	HYALURONIDASE TYPE VI OR II OR III OR IS	06/02/2005	
0008048		7647-01-0	HYDROGEN CHLORINE (HYDROCHLORIC ACID)	06/02/2005	
0008049		64-69-7	IDOACETIC ACID	06/02/2005	
0008050			ISOTONIC SALT SOLUTION	06/02/2005	

The last item shown is 0008096, X4-4, 1330-20-7, XYLENE (O, M & P), 02/12/2005.

How to execute the commands:

1. Click on “Items Received & Ordered on” and enter a date, then click on “Show” - This displays all chemicals ordered or received on a specific date.
2. Click on “All Items” - This will display all of the chemicals in your chemical inventory.
3. Click on “Show me Chemicals where” - This command is followed by two search parameter selection fields and a blank field.
4. In the first field you may select Chemical Description, CAS#, Catalog # or Chemical #.
 - a. Chemical Description is the chemical name.
 - b. CAS# is the Chemical Abstract Service Number.
 - c. Catalog# is the Vendor Catalog Number – ignore this selection, we do **not** enter it as a primary indicator because of the multiple suppliers for campus labs.
 - d. Chemical # is the Material Safety Data Sheet File number – do **not** use this as a search criteria.
5. In the next field you may choose Starts with, Contains, or Equals. These terms are self explanatory.
6. In the Blank field, you will type your search parameter - Chemical Description (Chemical Name) or CAS # (include the hyphens when you type this in).
7. When you have finished typing in one of the above search items, click on “Show”. All of the chemicals in your inventory that fit your search parameters will appear at the bottom of the window.

Inventory Reports & Chemical Fact Sheets

From the Inventory Window you may view or print inventory reports, and view or print a Chemical Fact Sheet for each chemical in your inventory, add a chemical to your inventory, and you may edit each individual chemical in your inventory.

View/Print Inventory Reports:

1. Click on the arrow to the right of [---REPORTS---] to view your report options.
2. Scroll and highlight to run each report. A file download window will appear. Click on **[OPEN]** to view the report. The report selected will be displayed on your screen. When the report is displayed, you may execute "Print" under the "File" Command. You can also save the report to your hard drive by executing "Save as" under the "File" Command.

Main Menu < BACK PI ABEL000 Abel, Robert Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 05 15 2007 Show

All Items

Show me Chemicals where Chemical Description Starts with... Show

+ Add Receipt +

--Reports--

--Reports--

Chemical Inventory by P.I.

Chemical Inventory by Building Lab Room

Chemical Vendor Listing

Chemical Catalog Fact Sheet Highlighted Chemical

Inventory #	Catalog #	CAS #	Chemical Description	Order Date	Location	Receipt Qty.	Unit	Chemical
Highlight Select 0018958		107-18-6	ALLYL ALCOHOL	9/2007	BG.1056	14	1000	LB
Highlight Select 0018954	M1386	587-98-4	METANIL YELLOW	9/2006	AD-3828	1	50	GR
Highlight Select 0018955	MB1	61-73-4	METHYLENE BLUE	02/10/2006	AD-3828	1	10	GR
Highlight Select 0008047		37326-33-3	HYALURONIC ACID TYPE VI OR II OR III OR IV	06/02/2005	AD-3828	1	100	MG
Highlight Select 0008048		7647-01-0	HYDROGEN CHLORIDE (HYDROCHLORIC ACID)	06/02/2005	AD-3828	1	2.5	LT
Highlight Select 0008049		64-69-7	IODACETIC ACID	06/02/2005	AD-3828	1	25	GR
Highlight Select 0008050			ISOTONIC SALT SOLUTION	06/02/2005	AD-3828	1	100	GR
Highlight Select 0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005	AD-3828	1	4	LT
Highlight Select 0007962			ACID ALCOHOL (HCL 2% ETHANOL 98%)	02/07/2005	AD-3828	1	100	ML
Highlight Select 0008017	A962-4	64-17-5	ETHYL ALCOHOL	01/19/2005	AD-3828	8	4	LT
Highlight Select 0008029	C5511-1D		CAL-EX SOLUTION	11/30/2004	AD-3828	6	6	LT
Highlight Select 0008044	7211	517-28-2	HEMATOXYLIN	11/21/2004	AD-3828	7	7	PT
Highlight Select 0008082	HT1003		SILVER NITRATE SOLUTIONS	02/25/2003	AD-3828	1	8	FZ
Highlight Select 0008075	P9387	14459-95-1	POTASSIUM FERROCYANIDE	11/20/2002	AD-3828	1	100	GR
Highlight Select 0008070	003006	9001-75-6	PEPSIN	10/11/2002	AD-3828	1	18	ML

Click on Report Name

Main Menu < BACK PI ABEL000 Abel, Robert Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 05 15 2007 Show

All Items

Show me Chemicals where Chemical Description Starts with... Show

+ Add Receipt +

--Reports--

--Reports--

Chemical Inventory by P.I.

Chemical Inventory by Building Lab Room

Chemical Vendor Listing

Chemical Catalog Fact Sheet Highlighted Chemical

Inventory #	Catalog #	CAS #	Chemical Description	Order Date	Location	Receipt Qty.	Unit	Chemical
Highlight Select 0018958		107-18-6	ALLYL ALCOHOL	9/2007	BG.1056	14	1000	LB
Highlight Select 0018954	M1386	587-98-4	METANIL YELLOW	9/2006	AD-3828	1	50	GR
Highlight Select 0018955	MB1	61-73-4	METHYLENE BLUE	02/10/2006	AD-3828	1	10	GR
Highlight Select 0008047		37326-33-3	HYALURONIC ACID TYPE VI OR II OR III OR IV	06/02/2005	AD-3828	1	100	MG
Highlight Select 0008048		7647-01-0	HYDROGEN CHLORIDE (HYDROCHLORIC ACID)	06/02/2005	AD-3828	1	2.5	LT
Highlight Select 0008049		64-69-7	IODACETIC ACID	06/02/2005	AD-3828	1	25	GR
Highlight Select 0008050			ISOTONIC SALT SOLUTION	06/02/2005	AD-3828	1	100	GR
Highlight Select 0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005	AD-3828	1	4	LT
Highlight Select 0007962			ACID ALCOHOL (HCL 2% ETHANOL 98%)	02/07/2005	AD-3828	1	100	ML
Highlight Select 0008017	A962-4	64-17-5	ETHYL ALCOHOL	01/19/2005	AD-3828	8	4	LT
Highlight Select 0008029	C5511-1D		CAL-EX SOLUTION	11/30/2004	AD-3828	6	6	LT
Highlight Select 0008044	7211	517-28-2	HEMATOXYLIN	11/21/2004	AD-3828	7	7	PT
Highlight Select 0008082	HT1003		SILVER NITRATE SOLUTIONS	02/25/2003	AD-3828	1	8	FZ
Highlight Select 0008075	P9387	14459-95-1	POTASSIUM FERROCYANIDE	11/20/2002	AD-3828	1	100	GR
Highlight Select 0008070	003006	9001-75-6	PEPSIN	10/11/2002	AD-3828	1	18	ML

Click Open

Save a Copy Search 91% Help Need to create PDF documents?

05/15/2007

Chemical Inventory by PI

Tech University

Chemical #	CAS #	Chemical Description	BU/GRN	LAB	Storage Location	Date	Receipt Qty.	Unit	Chemical
1820	64-19-7	ACETIC ACID	AD-Dental	Sch-3828	02/16/2001	2	2.5	LT	3 2 1
1820	64-19-7	ACETIC ACID	AD-Dental	Sch-3828	05/14/2002	1	100	ML	3 2 1
1307	0007962	ACID ALCOHOL (HCL 2% ETHANOL 98%)	AD-Dental	Sch-3828	02/07/2005	1	100	ML	2 0 0
1145	65-81-2	ACRIDINE ORANGE	AD-Dental	Sch-3828	10/03/1995	1	25	GR	2 0 0
4718	33964-00-2	ALCAN BLUE BOX	AD-Dental	Sch-3828	08/04/1988	1	25	GR	1 0 0
4718	33964-00-2	ALCAN BLUE BOX	AD-Dental	Sch-3828	11/03/1995	1	10	GR	1 0 0
4718	33964-00-2	ALCAN BLUE BOX	AD-Dental	Sch-3828	10/12/1990	1	25	GR	1 0 0
2078	107-18-6	ALLYL ALCOHOL	BG-Dugan	1056	04/15/2007	14	1000	LB	3 3 1
3871	512-68-6	AMMONIUM CHLORIDE	AD-Dental	Sch-3828	07/14/2002	1	100	GR	2 0 0
3718	28831-05-5	ANILINE BLUE	AD-Dental	Sch-3828	12/05/1984	1	25	GR	2 0 0
3718	28831-05-5	ANILINE BLUE	AD-Dental	Sch-3828	05/02/1982	1	25	GR	2 0 0
3718	28831-05-5	ANILINE BLUE	AD-Dental	Sch-3828	05/02/1985	1	25	GR	2 0 0
3718	28831-05-5	ANILINE BLUE	AD-Dental	Sch-3828	12/01/1998	1	30	GR	2 0 0
716	54542-0-0	ANILINE VIOLET	AD-Dental	Sch-3828	11/05/1989	1	25	GR	2 0 0
4880	1330-21-0	AQUA AMMONIA (HOUSE HOLD AMMONIA)	AD-Dental	Sch-3828	08/04/2001	2	500	ML	3 1 0
7067	25541-18-0	AZOCARMEINE G	AD-Dental	Sch-3828	07/10/1987	1	25	GR	1 0 0
3379	531-62-3	AZURE A	AD-Dental	Sch-3828	04/03/1980	1	10	GR	2 0 0
6	4185-84-0	BENIDRONE SCARLET, ACID RED 65	AD-Dental	Sch-3828	01/18/1973	1	25	GR	2 0 0
7853	8036-37-2	BISMARK BROWN	AD-Dental	Sch-3828	12/05/1972	1	10	GR	2 0 0
5173	1330-43-4	BROMAX	AD-Dental	Sch-3828	02/14/1983	1	1.0	25	GR
2383	4197-24-4	CAROL FUCHSIN	AD-Dental	Sch-3828	11/03/2004	6	61.7	3	0
5397	1390-05-4	CARMINE	AD-Dental	Sch-3828	09/16/1982	1	25	GR	3 1 0
5397	1390-05-4	CARMINE	AD-Dental	Sch-3828	11/07/1981	1	10	GR	2 0 0
7993	1502-80-9	CELESTINE BLUE	AD-Dental	Sch-3828	05/12/1988	2	25	GR	2 0 0
89	4197-07-3	CHROMOTROPE 2R	AD-Dental	Sch-3828	10/27/1978	1	25	GR	2 0 0
3568	573-69-0	COCONUT CHARCOAL	AD-Dental	Sch-3828	03/24/1991	1	25	GR	1 0 0
5278	573-69-0	COCONUT CHARCOAL	AD-Dental	Sch-3828	09/14/1989	1	50	GR	1 0 0
128	0008030	DIAMIDE OF MALT	AD-Dental	Sch-3828	04/23/1965	1	1.0	1	0
3151	17372-27-1	DIAMIDE OF MALT	AD-Dental	Sch-3828	10/02/1972	1	100	GR	2 0 0
136	64-17-5	ETHYL ALCOHOL	AD-Dental	Sch-3828	09/15/1995	1	100	GR	2 0 0
1907	12235-35-4	ETHYLENE DIAMINE TETRACETIC ACID	AD-Dental	Sch-3828	07/14/1992	2	100	GR	1 0 0
8784	2253-45-0	FAST GREEN G	AD-Dental	Sch-3828	09/18/1989	1	10	GR	2 0 0
3277	6000-75-0	HEMATOXYLIN	AD-Dental	Sch-3828	02/13/1982	14	14	GR	2 0 0
3621	13453-07-1	GOLD CHLORIDE	AD-Dental	Sch-3828	09/12/1989	1	1	GR	2 0 0
523	517-28-2	HEMATOXYLIN	AD-Dental	Sch-3828	11/02/2004	7	7	PT	1 0 0
5183	0008049	HEMATOXYLIN	AD-Dental	Sch-3828	05/02/1991	1	100	GR	2 0 0
5104	37326-33-3	HYALURONIC ACID TYPE VI OR II OR III OR IV	AD-Dental	Sch-3828	06/02/2005	1	100	MG	1 0 0

At present, you have three formats available for your inventory:

- Chemical Inventory by PI – inventory items are ordered by Inventory #.
- Chemical Inventory by PI and Storage Location – inventory items are ordered by the storage location in your lab.
- Chemical Inventory by PI and Building Lab Room – inventory items are grouped by building and room number.

View/Print Chemical Fact Sheets:

1. Click on the **“All Items”** to display all of the chemicals in your inventory.
2. Click on **“Highlight”** to mark the Chemical, go to the **[--Reports--]** field, Click on the arrow to the right of the field and scroll down to the report **“Chemical Catalog Fact Sheet Highlighted Chemical”** to run the report. A “File download” window will appear.
3. Click on **[Open]** when the Chemical Fact Sheet appears, you may execute “Print” under the “File” Command.

Main Menu < BACK PI ABEL000 Abel, Robert Log Off

☐ Current Inventory
 ☐ Disposed Inventory
 ☐ Archived Inventory

☐ Items Received/Ordered on 05/15/2007 **Show**

☒ All Items

☐ Show me Chemicals where Starts with: **Show**

+ Add Receipt +

Inventory #	Catalog #	CAS #	Chemical Description	Ex Date	Location	Receipt Qty	Unit	Chemical
Highlight Select 0018958	157-16-6		ALLYL ALCOHOL	9/2007	AD 3828	1	1000	LB
Highlight Select 0018954	M1395	587-98-4	METHYL YELLOW	9/2006	AD 3828	1	50	GR
Highlight Select 0018955	MB1	61-73-4	METHYLENE BLUE	10/10/2005	AD 3828	1	10	GR
Highlight Select 0008047	37326-33-3		HYALURONIC ACID TYPE VI OR II OR III OR IV	06/02/2005	AD 3828	1	100	MG
Highlight Select 0008048	7647-01-0		HYDROGEN CHLORIDE (HYDROCHLORIC ACID)	06/02/2005	AD 3828	1	2.5	LT
Highlight Select 0008049	64-69-7		ACETIC ACID	06/02/2005	AD 3828	1	25	GR
Highlight Select 0008050			ISOTONIC SALT SOLUTION	06/02/2005	AD 3828	1	100	GR
Highlight Select 0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005	AD 3828	1	4	LT
Highlight Select 0007962			ACID ALCOHOL (HCL 2N ETHANOL 95%)	02/07/2005	AD 3828	1	100	ML
Highlight Select 0008017	A362-4	64-17-5	ETHYL ALCOHOL	01/19/2005	AD 3828	8	4	LT
Highlight Select 0008029	CSS11-1D		GALEX SOLUTION	11/30/2004	AD 3828	6	6	LT
Highlight Select 0008044	7211	517-26-2	HEMATOXYLIN	11/21/2004	AD 3828	7	7	PT
Highlight Select 0008082	HT1003		SILVER NITRATE SOLUTIONS	02/25/2003	AD 3828	1	8	FZ
Highlight Select 0008075	P9387	14459-95-1	POTASSIUM PEROXYANIDE	11/20/2002	AD 3828	1	100	GR
Highlight Select 0008070	003006	9001-75-6	PEPSIN	10/11/2002	AD 3828	1	18	ML

Click on Highlight

Click on Chemical Catalog Fact Sheet

Main Menu < BACK PI ABEL000 Abel, Robert Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 05 15 2007 Show

All Items

Show me Chemicals where Chemical

+ Add Receipt +

Inventory Catalog CAS #

Highlight	Select	Inventory #	Catalog #	CAS #	Order Date	Location	Receipt #	Unit	Chemical
Highlight	Select	0018958		107-18-6	09/2007	AD 1056	14	1000	LB
Highlight	Select	0018954	M1386	587-98-4	09/2006	AD 3828	1	50	GR
Highlight	Select	0018955	MB1	61-73-4	09/2006	AD 3828	1	10	GR
Highlight	Select	0008047		37326-33		AD 3828	1	100	MG
Highlight	Select	0008048		7647-01-0		AD 3828	1	2.5	LT
Highlight	Select	0008049		64-69-7		AD 3828	1	25	GR
Highlight	Select	0008050				AD 3828	1	100	GR
Highlight	Select	0008096	X4.4	1330-20-7	02/12/2005	AD 3828	1	4	LT
Highlight	Select	0007962			02/07/2005	AD 3828	1	100	ML
Highlight	Select	0008017	A962-4	64-17-5	01/19/2005	AD 3828	8	4	LT
Highlight	Select	0008029	CS511-1D		11/30/2004	AD 3828	6	6	LT
Highlight	Select	0008044	7211	517-28-2	11/21/2004	AD 3828	7	7	PT
Highlight	Select	0008082	HT1003		02/25/2003	AD 3828	1	8	FZ
Highlight	Select	0008075	P9387	14459-95-1	11/20/2002	AD 3828	1	100	GR
Highlight	Select	0008070	003006	9001-75-6	10/11/2002	AD 3828	1	18	ML

File Download

Do you want to open or save this file?

Name: Chemical_Catalog_Fact_Sheet-Web.pdf
Type: Adobe Acrobat 7.0 Document, 439KB
From: 127.0.0.1

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Click Open

Save a Copy Print Search Select 91% Help Search Web

09/15/2007 Page 1

Chemical Catalog Fact Sheet Tech University

Chemical #: 2078 Chemical Name: ALLYL ALCOHOL

CAS #: 107-18-6 Chemical Formula: C₃H₆OCH₂CH₂OH Molecular Weight: 58.1 Date Entered: 04/17/2007

Density: 7.12 BP(C): 97 P(P): 70 Fire Class: 1B

DOT #: DOT Hazard: 6.1 DOT Packing Group: I BRG Guide #: 131

TPQ: 1000 RQ: 100 DEA Schedule:

Storage Requirements: RED

Expiration Required: ☐ NFPA 704 Codes

Expires: MSDS on site: ☒ Flame: 2

Chemical on site: ☒ Health: 3

Physical: Vapour

Synonyms

ALLYL ALCOHOL
Propenyl alcohol
Vinyl carbinol

Waste Hazards

Flammable Liquid
Toxic

Chemical Hazards

Corrosion
Irritating to Skin
Irritating to the Eye
Poison By Inhalation
Poison By Skin

EPA #s

PO05

Click the Printer Icon to Print the Report

- The **Chemical Fact Sheet** is a summary of information from various technical and regulatory resources for the chemical highlighted. The information is collected and entered into the Chemical Catalog by Safety Office staff members. It is not a Material Safety Data Sheet (MSDS). Material Safety Data Sheets are still available through Safety and Environmental Affairs at <http://safety@uchicago.edu> under the Material Safety Data Sheet link.

Adding and Editing Chemicals in Your Inventory

Adding a New Chemical to Your Inventory

1. To enter a new Chemical in your Inventory, Click on **[Add Receipt]**. This allows for adding a chemical directly into your inventory from your lab.

Click Add Receipts

CK ABEL000 Abel, Robert Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

☐ Items Received/Ordered on 05/16/2007 **Show**

☒ All Items

☐ Show me Chemicals where Chemical Description Starts with... **Show**

+ Add Receipt + ---Reports---

		Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Order Date	Location	Receipt Qty.	Unit	Chemical
Highlight	Select	0018958		107-18-6	ALLYL ALCOHOL	04/16/2007	04/09/2007	BG:1056	14	1000	LB
Highlight	Select	0018954	M1386	587-98-4	METANIL YELLOW	02/10/2006	10/09/2006	AD:3828	1	50	GR
Highlight	Select	0018955	MB1	61-73-4	METHYLENE BLUE	02/10/2006	02/09/2006	AD:3828	1	10	GR
Highlight	Select	0008047		37326-33-3	HYALURONIDASE TYPE VI OR II OR III OR 1S	06/02/2005		AD:3828	1	100	MG
Highlight	Select	0008048		7647-01-0	HYDROGEN CHLORINE (HYDROCHLORIC ACID)	06/02/2005		AD:3828	1	2.5	LT
Highlight	Select	0008049		64-69-7	IODOACETIC ACID	06/02/2005		AD:3828	1	25	GR
Highlight	Select	0008050			ISOTONIC SALT SOLUTION	06/02/2005		AD:3828	1	100	GR
Highlight	Select	0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005		AD:3828	1	4	LT
Highlight	Select	0007962			ACID ALCOHOL (HCL 2% ETHANOL 98%)	02/07/2005		AD:3828	1	100	ML
Highlight	Select	0008017	A962-4	64-17-5	ETHYL ALCOHOL	01/19/2005		AD:3828	8	4	LT
Highlight	Select	0008029	CS511-1D		CAL-EX SOLUTION	11/30/2004		AD:3828	6	6	LT
Highlight	Select	0008044	7211	517-28-2	HEMATOXYLIN	11/21/2004		AD:3828	7	7	PT
Highlight	Select	0008082	HT1003		SILVER NITRATE SOLUTIONS	02/25/2003		AD:3828	1	8	FZ
Highlight	Select	0008075	P9387	14459-95-1	POTASSIUM FERROCYNANIDE	11/20/2002		AD:3828	1	100	GR
Highlight	Select	0008070	003006	9001-75-6	PEPSIN	10/11/2002		AD:3828	1	18	ML

2. An **Adding Chemical** window will appear.

ABEL000 Adding Chemical

Inventory # 0018959 PO # ☐ Totally Disposed? NFPA 704 Codes

Lab ? last

☒ Search Catalog ☐ Not in Catalog Vendor ?

Chemical Description ?

Catalog # CAS #

Physical State ☐ Gas ☐ Liquid ☐ Solid # of Units 1 Quantity per Unit 0 Volume/Size -- No Select

MAX On Hand BOCA Amount calc 0

Storage Location ? last Chemical Formula

Storage Device -- No Selection -- Molecular Weight

Receipt Date 05/16/2007 Order Date

Expiration Date calc Open Date

MSDS Location last MSDS Expires

Contact ? last Contact's Phone

Comments

Save Cancel

* Pink labels indicate required fields.

3. **All items highlighted in Pink are required fields.** You must enter data in these fields in order to save an entry. Fields that are not highlighted in pink are optional.

- Using your **Tab** key will take you to each required field. If you would like to use the optional fields, click on the field.
- Inventory#** is automatically assigned by the CS Assistant program. This should not be changed. Tab to the next required field.
- PO#** is purchase order number – this is optional, you may use it or leave it blank.
- Lab** is the laboratory where the chemical is stored. This is a required field. You must select a lab for each chemical. Click the **[?]** to access the Lab selection pick list. Only your authorized labs will be displayed. If you do not see your lab on the lab selection list, contact Safety and Environmental Affairs at 702-9999.

ABEL000 Adding Chemical

Inventory # 0018959 PO # ☐ Totally Disposed? NFPA 704 Codes

Lab ?

☐ Search Catalog ☐ Not In Catalog Vendor ?

Chemical Description CAS #

Catalog #

Physical State ☐ Gas ☐ Liquid ☐ Solid # of Units Quantity per Unit Volume/Size

MAX On Hand BOCA Amount

Storage Location ? Chemical Formula

Storage Device -- No Selection -- Molecular Weight

Receipt Date 05/16/2007 Order Date

Expiration Date Open Date

MSDS Location MSDS Expires

Contact ? Contact's Phone

Comments

* Pink labels indicate required fields.

Cancel

Select	Building Code	Building Name	Lab/Room	Lab Type	Survey Frequency
Select	AC	AC-Albert Cramer Hall	1004	active	Monthly
Select	AC	AC-Albert Cramer Hall	1005	active	
Select	AD	AD-Dental School Building	1438	Room Non-Rad	
Select	AD	AD-Dental School Building	2010	Room Non-Rad	
Select	AD	AD-Dental School Building	3028	Room Non-Rad	
Select	AD	AD-Dental School Building	3028A	Room Non-Rad	
Select	BF	BF-Murphy Bldg.	117	Room Non-Rad	
Select	BF	BF-Murphy Bldg.	117D	Room Non-Rad	
Select	BG	BG-Dugas Bldg.	1056		
Select	CA	CA-Research Center Lab Bldg.	3101		

Click [?]

Click [Select] for the Lab Location

The Lab number is inserted

ABEL000 Adding Chemical

Inventory # 0018959 PO # ☐ Totally Disposed? NFPA 704 Codes

Lab BG-Dugas Bldg.: 1056

☐ Search Catalog ☐ Not In Catalog Vendor ?

Chemical Description CAS #

Catalog #

Physical State ☐ Gas ☐ Liquid ☐ Solid # of Units Quantity per Unit Volume/Size

MAX On Hand BOCA Amount

Storage Location ? Chemical Formula

Storage Device -- No Selection -- Molecular Weight

Receipt Date 05/16/2007 Order Date

Expiration Date Open Date

MSDS Location MSDS Expires

Contact ? Contact's Phone

Comments

* Pink labels indicate required fields.

- a. When you click on **[SELECT]** the building and room number for the lab selected will auto-load into Adding Chemical lab field and the name of the building will auto-load in the following field.
 - b. Note that **[Last]** follows the **[?]** after the Lab field. If there are multiple chemicals to be added to the same lab, you may click [LAST] after you have entered and saved your first chemical, and the lab used for the previous entry will auto-load into the field.
8. **“Search Catalog” or “Not in Catalog.”** The Default item “Search Catalog” is marked. If you are not going to search the Database Catalog for the name of the chemical you are entering, you must mark **“Not in Catalog.”**
9. Following the **“Vendor”** field. We have several suppliers for chemicals; therefore, Vendors are not included in the Database Chemical Catalog. **Skip this field for now.**
10. **“Chemical Description.”** The “Chemical Description” is the name of the chemical. In this field you have the option of searching for the chemical name within your Personal Catalog or the Database Catalog. Also, You may type in the chemical name. If you type in the chemical name, make sure that you mark “Not in Catalog,” spell the name correctly, do not use abbreviations or acronyms in place of the full chemical name, enter a vendor and catalog number, and enter a CAS # for the chemical (unless the chemical is a mixture).

Chemical Catalog

Cancel

☐ Show me Chemicals where Vendor is -- No Selection --
☐ Show me Chemicals where Chemical Description Starts with...
☒ Show me Chemicals that are in my "Personal Catalog" (previously received)

Click the Chemical's CAS# or Description to select it.

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER	-		
64-19-7	ACETIC ACID	A38-212	FISHER	-		
	ACID ALCOHOL (HCL 2% ETHANOL 98%)			-		
65-61-2	ACRIDINE ORANGE	A2886	SIGMA	-		
33864-99-2	ALCIAN BLUE 8GX	1A288		-		
33864-99-2	ALCIAN BLUE 8GX	AX440		-		
33864-99-2	ALCIAN BLUE 8GX	A5268	SIGMA	-		
107-18-6	ALLYL ALCOHOL			-		
3012-65-5	AMMONIUM CITRATE	A8170	SIGMA	-		
28631-66-5	ANILINE BLUE	A10090		-		
28631-66-5	ANILINE BLUE	A10095		-		
28631-66-5	ANILINE BLUE	A967	FISHER	-		
548-62-9	ANILINE VIOLET	C581	FISHER	-		
1336-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
25641-18-9	AZOCARME G	A10145		-		
531-53-3	AZURE A	A970	FISHER	-		
4196-99-0	BIEBRICH SCARLET: ACID RED 66	NA0454	FISHER	-		
8005-37-2	BISMARCK BROWN	NA0458		-		
1330-13-4	BORAX	S218	FISHER	-		

Show

11. To search for the Chemical Description: **Click** on the **[?]** to the right of the Chemical Description field to activate the search system
 - a. This program contains a **database Chemical Catalog** with 11,000+ chemicals. The database Chemical Catalog is maintained by Chemical Safety Office Staff.
 - b. It also produces a **“Personal Chemical Catalog”** which is a list of all the chemicals you have ever had in your chemical inventory. Each time you add a chemical to your inventory, it is also added to your personal catalog.
 - c. The Chemical Catalog in this database has the common chemical name and most synonyms by which a chemical may be known. When you search by chemical name in the database, you are searching a list that contains almost all possible names for the chemicals.

12. A search window will appear. There are three search options available. You may use any one or combination of the three

- Show me Chemicals where Vendor is,
- Show me Chemicals where [Chemical Description, CAS #, Catalog #, or Chemical #] [Starts with, Contains, or Equals], and
- Show me Chemicals that are in my “Personal Catalog” (previously received)

Chemical Catalog

☒ Show me Chemicals where Vendor is -- No Selection --

Chemical Description

CAS #

Catalog #

Starts with...

(previously received)

or Description to select

Expiration

Period (months)

Molecular Weight

Chemical Formula

Cancel

Show

CAS #

Chemical Description

Catalog #

Vendor

Expiration Period (months)

Molecular Weight

Chemical Formula

64-19-7	ACETIC ACID	A38-500	FISHER	-		
64-19-7	ACETIC ACID	A38-312	FISHER	-		
	ETHANOL, 96% (A38-25)					
65-61-2	ACRIDINE ORANGE	A2886	SIGMA	-		
32864-99-2	ALCIAN BLUE POW	1A289		-		
32864-99-2	ALCIAN BLUE POW	AX440		-		
32864-99-2	ALCIAN BLUE POW	AS268	SIGMA	-		
107-18-6	ALUM. ALCOHOL			-		
5012-46-5	AMMONIUM CITRATE	A8170	SIGMA	-		
28631-66-5	ANILINE BLUE	A10900		-		
28631-66-5	ANILINE BLUE	A10095		-		
28631-66-5	ANILINE BLUE	A967	FISHER	-		
548-62-9	ANILINE VIOLET	C581	FISHER	-		
1326-21-4	AQUA AMMONIA (HOUSE	A669	FISHER	-		
	BOLD AQUAMONIA)					
25611-18-9	ATOCARDINE G	A10145		-		
831-43-4	AZURE A	A970	FISHER	-		
4196-99-9	BIRKENH SCARLET, ACID	NA0454	FISHER	-		
	66					
8095-37-2	BISMARK BROWN	NA0458		-		

Show Chemical by:

- Chemical Description
- CAS #
- Catalog #
- Chemical #

Chemical Catalog

Show me Chemicals where Vendor is

-- No Selection --

Cancel

Show me Chemicals where

Chemical Description

Starts with...

Show

Show me Chemicals that are in my "Personal Catalog"

(Contains...)

Contains...

Equals...

Click the Chemical's CAS# or

it.

CAS.#	Chemical Description	Catalog.#	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
64-18-7	ACETIC ACID	A38-500	FISHER	-		
64-18-7	ACETIC ACID	A38-312	FISHER	-		
	ACID ALCOHOL, GCCL 25% ETHANOL 50%			-		
65-61-2	ACRIDINE ORANGE	A2886	SIGMA	-		
33864-99-2	ALCIAN BLUE BIX	1A188		-		
33864-99-2	ALCIAN BLUE BIX	AX440		-		
33864-99-2	ALCIAN BLUE BIX	A5208	SIGMA	-		
107-18-4	ALKYL ALCOHOLS			-		
1012-65-5	AMMONIUM CITRATE	A8170	SIGMA	-		
28631-66-5	ANILINE BLUE	A10090		-		
28631-66-5	ANILINE BLUE	A10093		-		
28631-66-5	ANILINE BLUE	A967	FISHER	-		
548-62-9	ANILINE VIOLET	C581	FISHER	-		
1336-21-6	ACID AMMONIUM (ROCK) BOLD AMMONIUM	A669	FISHER	-		
25641-18-9	ATOCARDINSE G	A10145		-		
831-83-3	AZURE A	A870	FISHER	-		
4196-99-8	BIEBRICH SCARLET, ACID RED 66	NA0454	FISHER	-		
8095-37-2	BIS (PARK BROWN	NA0458		-		

- Starts With
- Contains
- Equals

13. As long as the **“Show me Chemicals that are in my Personal Catalog”** is marked you will be searching your Personal Chemical Catalog.

14. If you have included the Vendor for each chemical in your inventory, you may search your **“Personal Catalog”** by specific vendor. Click on the box before **“Show me Chemicals where Vendor is”**, then **Click on the arrow to the right** of the blank field to pull up a pick list of vendors. To select the vendor, **Click on the Vendor name**. A list of chemicals for the vendor chosen will appear at the bottom of the screen. Click on the chemical name or CAS # to select the chemical. If you do not wish to search by vendor in your Personal Catalog, do not mark the “Show me Chemicals where Vendor is” selection.

- To search the **Database Chemical Catalog**, you must unmark the **Show me Chemicals that are in my "Personal Catalog"** (previously received) and unmark the **"Show me Chemicals where Vendor is.** Vendors are not included in the Database Catalog because several vendors may supply each chemical product.

16. Mark the checkbox before “Show me Chemicals where”. In the next field you may search by Chemical Description or CAS #. The **Chemical Description** is the chemical name and the **CAS #** is the Chemical Abstract Service Number. Catalog # is the vendor catalog number we do not enter this information into the database as a primary indicator because there are multiple suppliers for most chemicals. Chemical # is the MSDS file number. Click on the arrow to the right of the field and select Chemical Description or CAS #.

Chemical Catalog

☒ Show me Chemicals where Vendor is -- No Selection --

☐ Show me Chemicals where Chemical Description

☒ Show me Chemicals that are in my "Personal Catalog" (previously received)

Click the Chemical's CAS# or Description to select it.

Starts with... (previously received)

Chemical Description

CAS #

Catalog #

Chemical #

Show

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER	-	-	-
64-19-7	ACETIC ACID	A38-212	FISHER	-	-	-
64-19-7	ACID ALCOHOL (BCL 2N)	-	-	-	-	-
64-19-7	ETHANOL 99%	-	-	-	-	-
65-61-2	ACRIDINE ORANGE	A2886	SIGMA	-	-	-
33864-99-2	ALGIAN BLUE BOX	LA288	-	-	-	-
33864-99-2	ALGIAN BLUE BOX	AX440	-	-	-	-
33864-99-2	ALGIAN BLUE BOX	A5268	SIGMA	-	-	-
107-18-6	ALLYL ALCOHOL	-	-	-	-	-
3012-65-8	AMMONIUM CITRATE	A8170	SIGMA	-	-	-
28631-66-5	ANILINE BLUE	A10090	-	-	-	-
28631-66-5	ANILINE BLUE	A10095	-	-	-	-
28631-66-5	ANILINE BLUE	A967	FISHER	-	-	-
548-62-9	ANILINE VIOLET	C581	FISHER	-	-	-
1336-21-6	AQUA AMMONIA (HOUSE)	A669	FISHER	-	-	-
1336-21-6	AQUA AMMONIA (HOUSE)	-	-	-	-	-
25641-18-9	AZOCARBYNE G	A10145	-	-	-	-
531-53-3	AZURE A	A970	FISHER	-	-	-
4196-99-9	BIBERICH SCARLET ACID RED 66	NA0454	FISHER	-	-	-
8086-37-2	BISMARK BROWN	NA0458	-	-	-	-
1330-43-4	BORAX	S248	FISHER	-	-	-

Show Chemical by:

- Chemical Description
- CAS #
- Catalog #
- Chemical #

Chemical Catalog

☒ Show me Chemicals where Vendor is -- No Selection --

☐ Show me Chemicals where Chemical Description

☒ Show me Chemicals that are in my "Personal Catalog" (previously received)

Click the Chemical's CAS# or Description to select it.

Starts with... (previously received)

Starts With

Contains

Equals

Show

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER	-	-	-
64-19-7	ACETIC ACID	A38-212	FISHER	-	-	-
64-19-7	ACID ALCOHOL (BCL 2N)	-	-	-	-	-
64-19-7	ETHANOL 99%	-	-	-	-	-
65-61-2	ACRIDINE ORANGE	A2886	SIGMA	-	-	-
33864-99-2	ALGIAN BLUE BOX	LA288	-	-	-	-
33864-99-2	ALGIAN BLUE BOX	AX440	-	-	-	-
33864-99-2	ALGIAN BLUE BOX	A5268	SIGMA	-	-	-
107-18-6	ALLYL ALCOHOL	-	-	-	-	-
3012-65-8	AMMONIUM CITRATE	A8170	SIGMA	-	-	-
28631-66-5	ANILINE BLUE	A10090	-	-	-	-
28631-66-5	ANILINE BLUE	A10095	-	-	-	-
28631-66-5	ANILINE BLUE	A967	FISHER	-	-	-
548-62-9	ANILINE VIOLET	C581	FISHER	-	-	-
1336-21-6	AQUA AMMONIA (HOUSE)	A669	FISHER	-	-	-
1336-21-6	AQUA AMMONIA (HOUSE)	-	-	-	-	-
25641-18-9	AZOCARBYNE G	A10145	-	-	-	-
531-53-3	AZURE A	A970	FISHER	-	-	-
4196-99-9	BIBERICH SCARLET ACID RED 66	NA0454	FISHER	-	-	-
8086-37-2	BISMARK BROWN	NA0458	-	-	-	-
1330-43-4	BORAX	S248	FISHER	-	-	-

- Starts With
- Contains
- Equals

17. In the next field select [Starts with] appears, do not change this. **Contains**, or **Equals** should be used only if you are not exactly sure of the name.

Chemical Catalog

☒ Show me Chemicals where Vendor is -- No Selection --

☐ Show me Chemicals where Chemical Description

☒ Show me Chemicals that are in my "Personal Catalog" (previously received)

Click the Chemical's CAS# or Description to select it.

Starts with... (previously received)

Starts With

Contains

Equals

Show

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
5141-20-8	LIGHT GREEN SF YELLOWISH	-	-	-	-	-
5141-20-8	LIGHT GREEN SF YELLOWISH	C178	FISHER	-	-	-
5141-20-8	LIGHT GREEN SF YELLOWISH	C5911	-	-	-	-

Type Chemical Description and click [SHOW]

Click CAS # or Chemical Description to load the information

18. In the Blank field that follows **[Starts with]**, type in the name of the chemical you are looking for and Click on **“Show”**. The window will display all of the chemicals in the Catalog that Start With, the name you typed in the blank field.

The screenshot shows the 'Chemical Catalog' window. At the top, there are search filters: 'Show me Chemicals where Vendor is' (set to 'No Selection'), 'Show me Chemicals where' (set to 'Chemical Description'), and 'Starts with...' (set to 'light'). A green 'Show' button is visible. Below the filters, a table lists chemicals with columns: CAS #, Chemical Description, Catalog #, Vendor, Period (months), Molecular Weight, and Chemical Formula. The first three rows show 'LIGHT GREEN SF YELLOWISH' with CAS # 9141-20-8 and Catalog # C1911. An arrow points from a text box to the 'Show' button, and another arrow points from a text box to the first row of the table.

Type Chemical Description and click [SHOW]

Click CAS # or Chemical Description to load the information

19. Double click on the **[Chemical Name]** or the **CAS#** to select the chemical you want.
20. If you have searched the “Personal Catalog” and you have searched the “Database Catalog” and you still cannot find the chemical you are looking for. Mark the item as “Not in Catalog” and type in the chemical name, do not abbreviate. We also need you to give us enough information to get a Material Safety Data Sheet for the chemical including the following:

The screenshot shows the 'Adding Chemical' form. It has multiple sections for data entry. The 'Physical State' section has radio buttons for Gas, Liquid, and Solid. The 'Storage Location' section has a dropdown menu. The 'Receipt Date' and 'Expiration Date' sections have date pickers. The 'MSDS Location' section has a text field. The 'Contact' section has a text field for 'Contact's Phone'. A 'Not In Catalog' button is visible on the right side of the form. An arrow points from the 'Not In Catalog' button to a text box.

Not In Catalog

- Enter the CAS# (unless it is a mixture)
 - Enter the Vendor/Supplier name and Catalog Number,
 - Comments: use this to tell us anything else that may help us to identify and classify the chemical, and enter it into the Database Catalog.
21. **Physical State [Solid, Liquid, or Gas]** you must mark one of these. Click the radio button to the left of the Physical State that matches your chemical. Tab to the next field.

22. The “# of Units” is the number of containers of the specific chemical. The default number is 1. To enter any number higher than 1, all of the containers for the chemical being entered have to be of the same size and same units of measure. For example, if you have 2 containers of Methanol and they are all 1 liter in size, you may enter the number 2 in the “# of Units” field. If one container is 1 liter and the other is 500 mL, then you will have to enter the two containers separately. Type in the [#of Units] and Tab to the next field.
23. The “Quantity per Unit” is the numerical amount for the container size. Type in the [Quantity per Unit] and Tab to the next field.
24. In the “Volume/Size” select the unit of measure for the container, G=Grams, mg=Milligrams, etc. – click on the arrow to the right of the field to access the units pick list.

The screenshot shows the 'Adding Chemical' form. Three callout boxes point to specific fields:

- '# of Units' points to the field containing the number '1'.
- 'Quantity per Unit' points to the field containing the text 'calc'.
- 'Volume/Size' points to the dropdown menu currently showing 'No Selection'.

25. **BOCA** is an acronym for *Building Officials & Code Administrators* from the National Building Code regulation used in the construction and enforcement of school buildings. In this case, BOCA Amount is the total amount for the chemical calculated in pounds or gallons. The system automatically converts your units of measure to pounds or gallons when you Click the [Calc] following BOCA Amount.
26. [Storage Location] is the location of the chemical in your lab, this field is optional, you may use it if you'd like. To choose from a pick list click on the [?] following the field. Click on Select to choose the storage location. If you do not wish to use any of the pick list items, Click on Cancel at the top of the window. This will take you back to the Adding Chemical window. Click on the blank field and type in your location description.

The screenshot shows a pick list window titled 'Select a Storage Location'. A callout box labeled 'Click Select' points to the first row of the list, which is highlighted in green.

Select	Storage Location	Description
Select	BLU01	Blue Zone 1 - Poison or Toxic Solids
Select	BLU02	Blue Zone 2 - Poison or Toxic Solids
Select	BLU03	Blue Zone 3 - Poison or Toxic Solids
Select	BLU04	Blue Zone 4 - Poison or Toxic Solids
Select	BLU05	Blue Zone 5 - Poison or Toxic Liquids
Select	BLU06	Blue Zone 6 - Poison or Toxic Liquids
Select	BLU07	Blue Zone 7 - Poison or Toxic Liquids
Select	BLU08	Blue Zone 8 - Poison or Toxic Liquids
Select	BRN01	Brown Zone 1 - Organic Acids Cabinet
Select	BRN02	Brown Zone 2 - Organic Acids Cabinet
Select	BRN03	Brown Zone 3 - Organic Acids Cabinet
Select	FRZ01	Freezer Number 1
Select	FRZ02	Freezer Number 2
Select	FRZ03	Freezer Number 3
Select	FRZ04	Freezer Number 4
Select	FRZ05	Freezer Number 5
Select	FSC01	Flammable Storage Cabinet Number 1
Select	FSC02	Flammable Storage Cabinet Number 2
Select	FSC03	Flammable Storage Cabinet Number 3
Select	FSC04	Flammable Storage Cabinet Number 4
Select	GRA01	Gray Zone 1 - Non-Hazardous Chemicals
Select	GRA02	Gray Zone 2 - Non-Hazardous Chemicals
Select	GRA03	Gray Zone 3 - Non-Hazardous Chemicals
Select	GRN01	Green Zone 1 - Basic or Alkaline Solids
Select	GRN02	Green Zone 2 - Basic or Alkaline Liquids
Select	RED01	Red Zone 1 - Flammable & Combustible Solids
Select	RED02	Red Zone 2 - Flammable & Combustible Solids

27. Notice that **[Last]** follows the **[?]**. When you have multiple entries, after you have saved your first entry, you may use this command to enter the last location previously saved.

ABEL000 Adding Chemical

Inventory # 0018963 PO # ☐ Totally Disposed?

Lab BG.1056 ? last BG-Dugas Bldg.: 1056

☐ Search Catalog ☒ Not In Catalog Vendor ?

Chemical Description Methanol

Catalog # CAS # 67-561

Physical State ☒ Gas ☐ Liquid ☐ Solid # of Units 1 Quantity per Unit 1 Volume/Size QT

MAX On Hand 10 Gal BOCA Amount calc 0

Storage Location FSC04 ? last Chemical Formula

Storage Device Glass Bottle Molecular Weight

Receipt Date 05 17 2007 Order Date 05 15 2007

Expiration Date calc Open Date 07 17 2007

MSDS Location BG.1056 last MSDS Expires 05 15 2007

Contact Abel, Robert ? last Contact's Phone (314)963-9935

Comments

Save Cancel

* Pink labels indicate required fields.

28. **[Storage Device]** has a pick list that is accessed by clicking on the arrow to the right of the field, scroll down the list and click on the item of choice.
29. The **[Chemical Formula]** is part of the data entered in the database chemical catalog. It will automatically load when you enter the chemical name from the database catalog.
30. **[Receipt Date]** is a required field. The default is the current date. If you would like to change it, click on the arrow to the right of the month and day or type in the month and day in the displayed format. The default year is the current year.
31. **[Open Date]** is an optional field, unless the chemical you are entering is a time sensitive material (e.g., peroxides, peroxide forming compounds). For these materials, you must enter a Date Opened. The calendar works the same as the Receipt Date. After you have entered a date, Click **[Calc]** for Expiration Date. The program will calculate an expiration date for you, based upon the time limit that the chemical can remain in storage. In addition, the inventory program is set up to notify you when a time sensitive material has expired and Safety and Environmental Affairs should be notified to pick it up for disposal.
32. **[Order Date]** is optional. You may use it or leave it blank.
33. **[MSDS Location]** all Material Safety Data Sheets are stored at the Safety Office, default location is loaded.
34. **[Contact Name]** and **[Phone Number]** is optional.
35. Enter any comments.
36. Click **[SAVE]** to save the information and **[Cancel]** to cancel the operation. You will be returned to the current inventory display.

Editing a Chemical in Your Inventory:

1. Click on the “All Items”.
2. Click on “Select” to open the Chemical Editing window.

Everything in the **Editing Chemical** window appears and works the same as if you were adding a chemical to your inventory.

The screenshot shows the 'Current Inventory' window. At the top, there are tabs for 'Current Inventory', 'Disposed Inventory', and 'Archived Inventory'. Below these are filters for 'Items Received/Ordered on' (05/17/2007), 'All Items', and 'Show me Chemicals where' (Chemical Description). A '+ Add Receipt +' button is on the left. The main table lists chemicals with columns: Inventory #, Catalog #, CAS #, Chemical Description, Receipt Date, Order Date, Location, Receipt Qty., Unit, and Chemical. The first row is highlighted in pink, and a callout box points to the 'Select' button in the first column of this row with the text 'Click Select'.

Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Order Date	Location	Receipt Qty.	Unit	Chemical
0018963		67-561	Methanol	05/17/2007	05/15/2007	BG-1056	1	1 QT	
0018961		67-561	Methanol	05/02/2007	05/02/2007	BG-1056	1	1 QT	
0018958		107-18-6	ALLYL ALCOHOL	04/16/2007	04/09/2007	BG-1056	14	1000 LB	
0018954	M1386	587-98-4	METANIL YELLOW	02/10/2006	10/09/2006	AD-3828	1	50 GR	
0018955	MB1	61-73-4	METHYLENE BLUE	02/10/2006	02/09/2006	AD-3828	1	10 GR	
0008047		37326-33-3	HYALURONIDASE TYPE VI OR II OR III OR IS	06/02/2005		AD-3828	1	100 MG	
0008048		7647-01-0	HYDROGEN CHLORINE (HYDROCHLORIC ACID)	06/02/2005		AD-3828	1	2.5 LT	
0008049		64-69-7	IODOACETIC ACID	06/02/2005		AD-3828	1	25 GR	
0008050			ISOTONIC SALT SOLUTION	06/02/2005		AD-3828	1	100 GR	
0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005		AD-3828	1	4 LT	
0007962			ACID ALCOHOL (HCL 2% ETHANOL 98%)	02/07/2005		AD-3828	1	100 ML	
0008017	A962-4	64-17-5	ETHYL ALCOHOL	01/19/2005		AD-3828	8	4 LT	
0008029	CS511-1D		CAL-EX SOLUTION	11/30/2004		AD-3828	6	6 LT	
0008044	7211	517-28-2	HEMATOXYLIN	11/21/2004		AD-3828	7	7 PT	
0008082	HT1003		SILVER NITRATE SOLUTIONS	02/25/2003		AD-3828	1	8 FZ	

1. In the “Editing Chemical” - You may change anything in this window except the Inventory Number [Inventory #] and the Chemical Name.
2. **All items highlighted in pink are required fields.** You may change information in these fields, but you may not delete information and leave the field blank.
3. Fields that are not highlighted in pink are optional.

The 'Editing Chemical' window shows the following fields:

- Inventory #: 0018963 (pink label)
- PO #: (empty)
- Totally Disposed?: ☐
- Lab: BG-1056 (pink label)
- Vendor: BG-Dugas Bldg.: 1056 (pink label)
- Search Catalog: ☐ Not In Catalog: ☒ (pink label)
- Chemical Description: Methanol (pink label)
- Catalog #: (empty)
- CAS #: 67-561 (pink label)
- Physical State: ☐ Gas ☒ Liquid ☐ Solid (pink label)
- # of Units: 1 (pink label)
- Quantity per Unit: 1 (pink label)
- Volume/Size: QT (pink label)
- MAX On Hand: 10 Gal (pink label)
- BOCA Amount: 0.25 GAL (pink label)
- Storage Location: FSC04 (pink label)
- Chemical Formula: (empty)
- Storage Device: Glass Bottle (pink label)
- Molecular Weight: (empty)
- Receipt Date: 05/17/2007 (pink label)
- Order Date: 05/15/2007 (pink label)
- Expiration Date: (empty) (pink label)
- Open Date: 07/17/2007 (pink label)
- MSDS Location: BG-1056 (pink label)
- MSDS Expires: 05/15/2007 (pink label)
- Contact: Abel, Robert (pink label)
- Contact's Phone: (314)963-9935 (pink label)
- Comments: (empty)
- Buttons: Save, Cancel

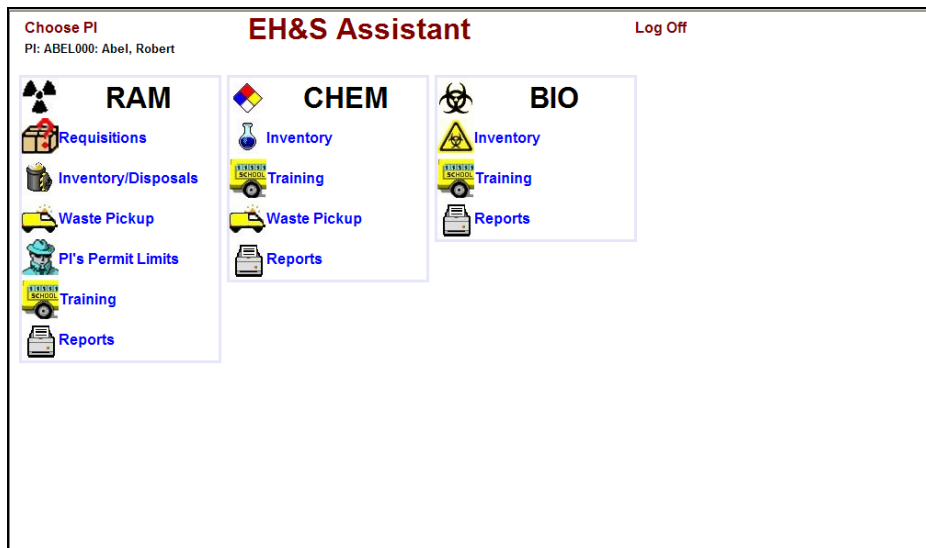
* Pink labels indicate required fields.

4. Using your Tab key will take you to each required field.
5. If you would like to change an optional fields, click on the field and type in your changes.
6. Multiple containers of a specific chemical must be of the same Quantity per Unit and Volume/Size.
 - For example: if you have four, 1 liter containers of methanol. You may enter 4 as the # of Units, 1 as the Quantity per Unit, and GL as Volume/Size.
 - If the containers are not the same, you must enter them separately.
7. **Totally Disposed?** – if the chemical has been consumed in process and you would like us to remove it from your inventory, Click in the box next to this command “Totally Disposed” to mark the chemical for removal.
8. Click on **Save** at the bottom of the window to save your changes.
9. Click on **Cancel** if you do not want to save your changes.

Training

The main menu allows controlled access to the EH&S Web Applications. We will now look at the Training portion of the Chem Web Application. The Training module allows the P.I. access to his/her training history and the training history of any worker that works directly for him/her.

- *From the main menu, under CHEM click on Training.*



1. The screen displayed is a listing of the Principal User logged-in and all workers attached to this user.
2. Click on the **[VIEW]** for the person that you would like to view training records for.

Main Menu < BACK				PI	ABEL000	Abel, Robert	Log Off
	Last Name	First Name	Department	Worker Type			
View	Abel	Robert	Physiology	Ancillary			
View	Abel	Robert	Physiology	Ancillary			
View	Ablemeyer	Willie	Biology				
View	Adams	Barry	Physiology				
View	Adams	Brian	Physics				
View	DaPrato	Michael	Pharmacology				
View	Goff	Todd					

3. Training information consists of all classes complete. From the completed status, future recurrent training requirements can be calculated by adding the course frequency to the training date. A listing of Training Due Dates is available under Reports.

Main Menu

< BACK

PI

ABEL000

Abel, Robert

Log Off

Training Completed by Abel, Robert

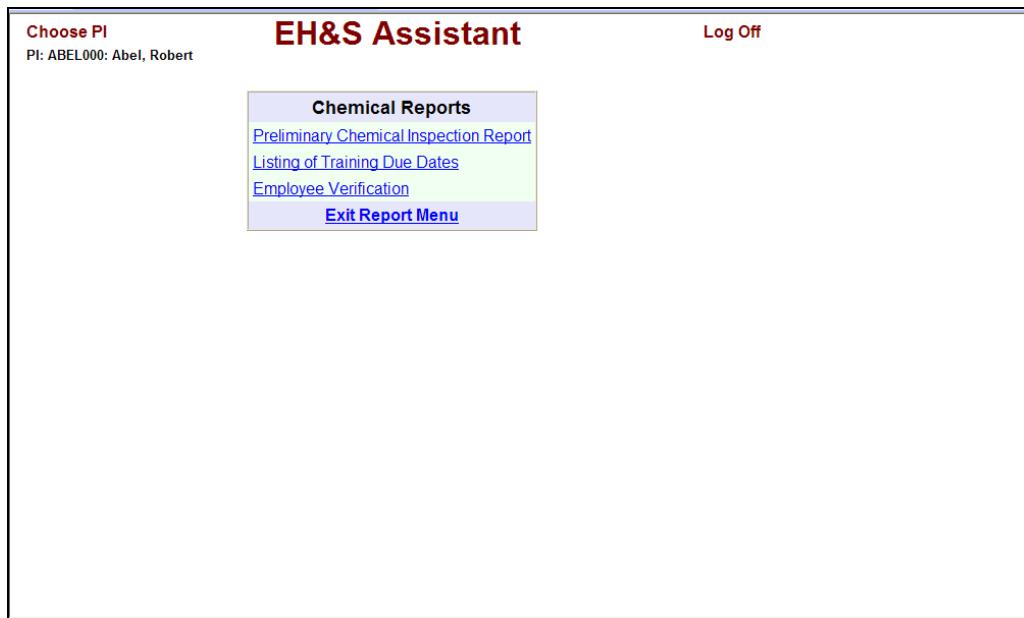
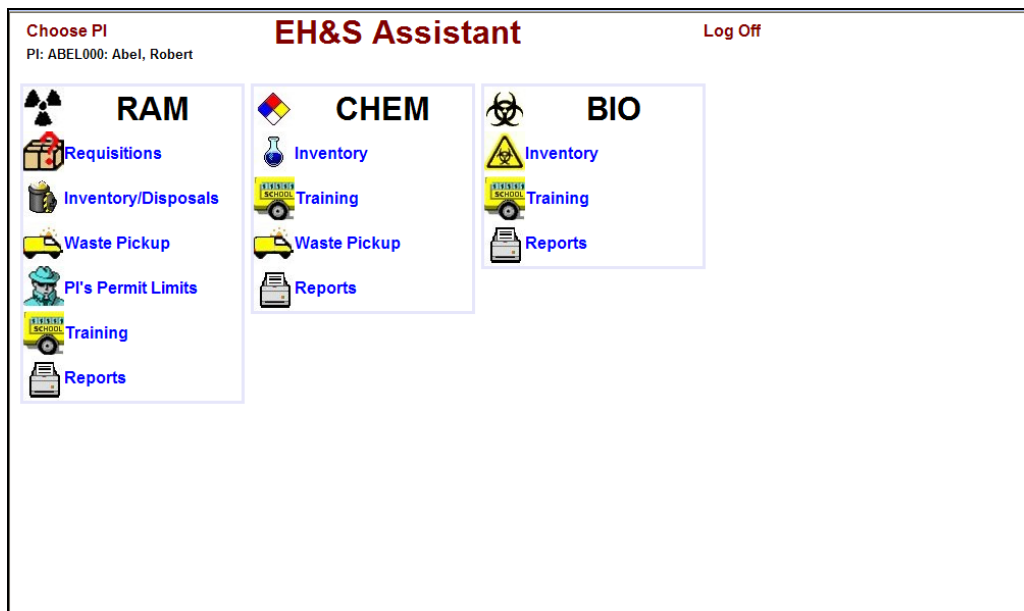
Training Date	Course #	Course Name	Frequency	PASS/FAIL	Category	Score
02/09/2006	HAZMATS	Haz Mat Shipping	12 months	Pass	CHEM	Pass
01/25/2006	CHEMHYG	Chemical Hygiene	12 months	Pass	CHEM	Pass
11/16/2005	RFRES	Research Refresher	12 months	Pass	All Workers	Pass
12/29/2004	RESSFTY	Research Safety	One-Time	Pass	All Workers	Pass
01/02/2004	ORIENT	Orientation	One-Time	Pass	All Workers	Pass

- Click **[BACK]** to exit this user records and select another worker. Click **[MAIN MENU]** to exit the training module.

Reports

The Reports selection under the Main Menu is designed to provide specialized reports that may be of benefit to all Chemical Users. All reports added to this section will have view/print privileges.

Under CHEM click **[REPORTS]**.



Reports can be added to this section as requested.